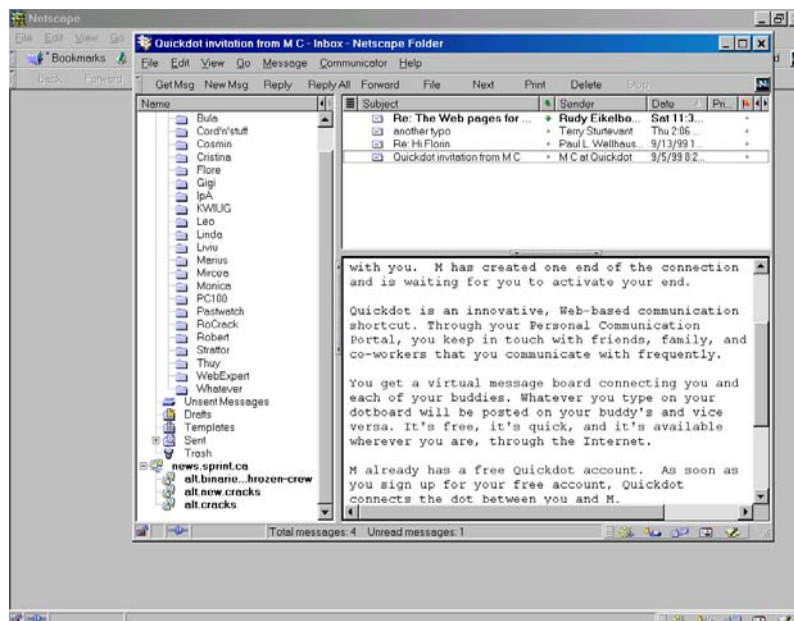


In an attempt to turn its already powerful browser into a one-stop Internet client, Netscape has broken out their newest release into a suite of separate but integrated applications.

Messenger is a full-fledged messaging product, complete with mail filters and directory addressing. Collabra provides ease and accessibility to new frontier of discussion groups.



Getting acquainted with the Message Center

Think of the Message Center as the control window for Netscape Communicator. You can flip through your e-mail from it, browse your discussion groups, and even read news.

Before using Messenger or Collabra, you need to provide some information about how you want the application to function. This includes specifics about your own identity, as well as server information and directory locations you plan to access. Open the Preferences dialog box by choosing Edit, Preferences.

Setting Mail and Groups Preferences

Identity preferences relay information about you to the application. Both Messenger and Collabra stamp this data to outbound message headers. To enter or edit identity information, highlight the Identity tag on the left side of the preferences dialog and then complete the following fields:

- **Your Name** Enter your name in this field.
- **Email Address** Enter your e-mail address in this field.
- **Reply-to Address** Complete this field only if it's different from your e-mail address. It lets receiving e-mail applications know your return address.
- **Organization** This is the company you work for or party you represent.
- **Signature File** This is the personalized text included with your messages. Enter the path to your signature file. The Choose button enables you to browse directories for this file. As a matter of Internet etiquette, your signature should not exceed the bounds of brevity or good taste.
- **Always Attach Address Book Card to Messages** Address cards provide additional information about yourself, such as titles, phone numbers, personal notes, and whether you prefer receiving HTML messages.

- If you select this check box and you haven't yet made a personal card, Communicator lets you create one. The Edit Card button enables you to modify information on your card.

Setting Message Preferences

Use the message preferences panel shown to set properties associated with outgoing mail and group messages. These options are separated into two categories -- Messages Properties and Copies of Outgoing Messages.

- The first option under Messages Properties enables the sending of HTML (rich text) messages by default. HTML (Hypertext Markup Language) is a standard language across the Web that uses formatting strings to tell an application how to display text or pictures.

CAUTION: Sending HTML-formatted e-mail messages to a reader that is not HTML-compliant will cause formatting characters to be interspersed between the text. (This could render your message incomprehensible).

- Choose the second check box to copy the original message in the quoted text of the reply. This is recommended because it improves readability for whoever receives the message. You can also select the length of lines you want to wrap.
- Communicator makes it easy to keep and send copies of your messages from both Messenger and Collabra. To send a copy of an e-mail message from Messenger, select Self or enter Other address on the Mail Messages line. Do the same on the Groups messages line for Collabra initiated messages.
- While the previous options cause an actual e-mail to be sent, you can choose to simply retain a copy at the time of submission. Check the Mail Messages or Groups Messages check box and select a respective folder to save the copy.

Setting Mail Server Preferences

Like your local post office, mail servers route outbound messages to their final destination, and deliver incoming messages to you. Messenger

supports two types of mail server protocols -- Post Office Protocol (POP3) and Interactive Mail Access Protocol (IMAP).

POP3 versus IMAP

POP3 and IMAP are delivery protocols your server uses to transfer mail to you. The primary difference between them is where messages are stored. POP3 downloads all messages during the initial connection and stores them locally. This results in longer startup, but quicker access time. Messages are readily available if the server goes down after startup, but your local mailbox and server could fall out of synch.

IMAP downloads only headers during startup. It downloads individual messages as you request them. This means less local storage space required, quicker startup, and a single mailbox. It also means that connectivity is required for every new message, and possible delays if the server falls.

The Mail Server Preferences dialog box requests mail servers provided to you by your system administrator or ISP. To complete this dialog box, follow these steps:

1. Enter your Mail Server User Name. This is most likely the user name you use to log into your Internet provider.
2. Enter your Outgoing Mail (SMTP) Server and your Incoming Mail Server. These are usually, but not always, the same (e.g.: for Wilfrid Laurier University "*mach1.wlu.ca*" is a STMP and a POP3 server, while a commercial ISP, Sprint Canada, uses "*pop3.sprint.ca*" and "*stmp.sprint.ca*")
3. Choose the Mail Server Type: POP3 or IMAP. This depends on what your incoming mail server supports. If it supports both protocols, you'll need to choose one. Usually, POP3 is the best choice.
4. Select the appropriate check marks under your server's respective protocol. The POP3 option to Leave Messages On Server After Retrieval is useful when you retrieve mail from remote systems such as your home and office. By setting this option on your home computer, you ensure that any mail you download during off hours will still be available at work.
5. Access the More Options button if you want to change the directory where your local mail is kept, or you want to configure how often to check for mail.

Setting Groups Server Preferences

Just as Messenger uses the mail server preferences for remote connections, Collabra uses the groups server preferences to read discussion groups.

Before downloading Collabra messages, complete the Groups Server Preferences.

1. Enter the Discussion Groups Server provided by your system administrator or ISP.
2. For unsecured transmissions, leave the default Port number of 119, unless you're certain it's different for your site.
3. For secure transmissions using SSL, check the Secure box. The port number will change to a secure server port. This varies with services and sites. You may want to verify this with your ISP.
4. To change the directory where discussion servers download group mail, click the Choose button and assign a new group folder.
5. Select the Ask Me check box to limit downloaded messages.

Composing a Message in Messenger

The composition window is opened using the New Msg button from the Message Center. Large icon buttons appear in the Message toolbar for easy access to the more commonly used functions.

Beneath the Message toolbar, in the addressing area, Messenger keeps three tabs that allow easy toggling between the lines of header information in your message. The three tabs represent addressees, attachments, and sending options, and like the button bar, can be minimized in favor of a larger edit area. You can also hide the addressing area by selecting View, Hide Addressing Area. Unlike the button bar however, the tab area increases by placing the cursor at its bottom barrier just above the subject line, and dragging the boundary down.

To make the composition window more dynamic, Netscape added text formatting features you'd expect to find in a word processor. To keep it undeniably Netscape-like, Netscape retained the hypertext features found in previous e-mail utilities.

Addressing Your Message

Display message recipients by either selecting the Address Message tab in the addressing area, or clicking View, Address. To add a recipient to your address list, you need to:

1. Click the Address button in the Message Toolbar to open the Select Addresses dialog box.
 2. From the right list box, choose the directory or address book you expect to find the recipient in. Selecting an address book will automatically display a list of available names.
 3. From the list presented, highlight your recipient and choose an addressee type. To denotes normal recipients. CC is a carbon copy reserved for secondary recipients. A blind carbon-copy, or BCC, creates a copy without adding a recipient entry to the message header.
 4. The lower box lists the recipients and associated types selected for the message. Choose another recipient the same way, or click OK to finish.
- In addition to using address books and directories, you can whip out a recipient address right on the address line in the compose window. Simply choose the type of address (To, CC, BBC, Group, Reply-To, Followup-To), and enter the name and address in the edit line.
 - To delete a recipient, highlight the entry in the address list by double-clicking it, and then press Delete.

Attaching Files, URLs, and Address Book Cards

The second tab in the addressing area shows file attachments and Web pages. Netscape's ASCII encoding scheme lets you send binary files as well as text documents.

Insert attachments by clicking the Attach button in the Message toolbar or selecting File, Attach. The three options are:

- **File** Choose this for any type of document or file. Messenger will present the File Browsing dialog box and require you to locate the path and file name.
- **Web Page** Selecting this will open a dialog box that asks for the URL you want to attach.
- **My Address Book Card** Selecting this option tells Messenger to automatically add your individual address book card to every subsequent message. Your address book card is kept in your personal address book (View, My Address Book Card) and will not appear as an entry in the list of message attachments.

Setting Message Options

Messenger has six message sending options that can enhance the security and transmission of your e-mail. To display these options select View, Options or click the message options tab in the addressing area. The options are:

- **Encrypted** Activate this check box to protect the privacy of your e-mail.
- **Signed** Use this option to protect the integrity and trust of your e-mail.
- **Uuencode Instead of MIME for Attachments** Checking this box changes attachment encoding for peculiar gateways.
- **Return Receipt** This ensures that your e-mail was received.
- **Priority** This increases the weight of urgent messages. Because some mail applications, including Messenger, allow message filtering on the basis of priority, this attribute can affect how and when recipients process your message.
- **Format** Use this to choose between plain and HTML text.

NOTE: When choosing options for your message, it's important to remember that the capabilities of other e-mail clients are not necessarily the same as Messenger's capabilities. Sending a uuencoded attachment to a client that doesn't support uuencoding, for example, will cause heartache on the receiving

end. In general, most popular clients support message attributes such as priority and return receipts, but require software add-ons to handle security features like signed and encrypted messages.

Reading Messages

When you initially open your inbox, Messenger connects to your incoming mail server and either downloads all your new messages or the headers of your new messages, depending on your delivery protocol.

After that, Messenger checks the server at intervals (you set the intervals in Mail Server Preferences under More Options). An indication of new mail appears as a green dot on the mailbox icon in the component window. You can also check for new messages manually by clicking the Get Msg button, or choosing File, Get Messages, New. If you haven't logged into your server, Messenger prompts you for your password.

By default, Messenger pushes all new messages into the inbox. Mail filters, new to this version, allow automatic routing of messages to other folders.

To view new messages from the message center, double-click the folder where the message is located (Inbox for unfiltered mail), or use the location toolbar from almost any Messenger window. You can also open the inbox by clicking the Mailbox icon on the component bar.

Messages listed in a folder show the subject, sender, date and priority, along with a green dot that indicates it's unread. To display the message body, highlight the corresponding entry by clicking it.

Replying To and Forwarding Messages

Use the Reply and Forward buttons in the Netscape Folder window to act upon an existing mail message. These functions are useful for citing or responding to messages already in circulation, without addressing whole new messages from scratch. To use either option, highlight the desired entry and hit the Reply or Forward button.

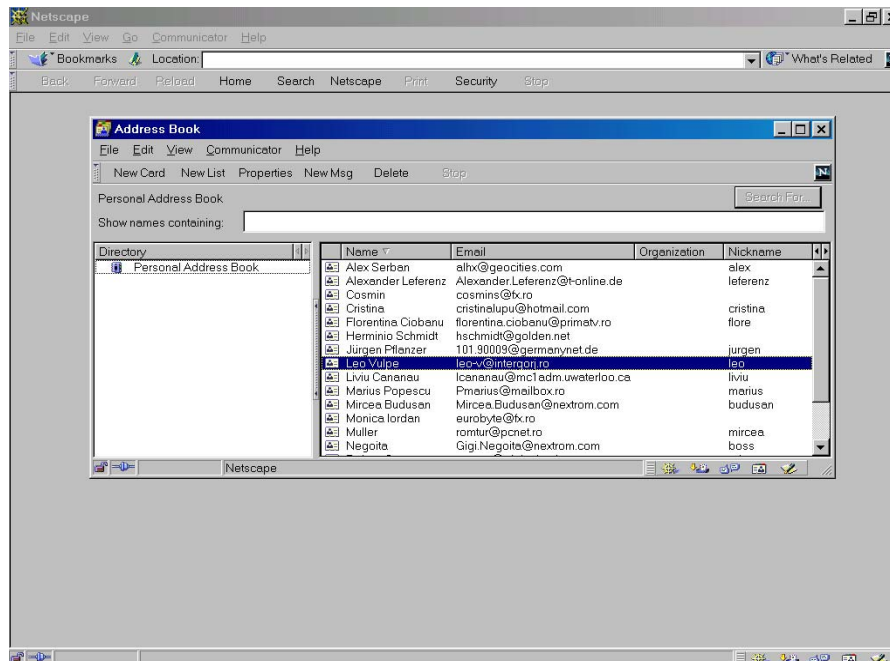
- The **Reply** button returns a response message to an originator, using a common subject. If the quote option is set in message preferences, a copy of the message is included, sans any attachments. Messenger offers two

choices for pre-addressing recipients -- Reply to Sender and Reply to Sender and All Recipients.

- The **Forward** button works like reply, opening a compose window for your comments. The message is not pre-addressed, however--you'll need to choose your recipients. Also, the text of the original message is included as an attachment, separate from your comments. Unlike a reply, original attachments are also included.

Using the Address book

Netscape's Address Book provides a concise interface for managing e-mail addresses and personal information. Open it from any Netscape window by selecting Communicator, Address Book.



Find an entry in either your personal address book or one of the directories by typing the desired name in the top field of the Address Book and choosing the directory in the list box adjacent to it. For your personal address book, close entries are outlined as you type. Remote directories require you to complete the name and click the Search button.

Adding an Entry

You can add entries to your personal address book by making sure Personal Address Book is selected in the directory list box and clicking the New Card button.

For the Name and Contact tabs, fill all fields you consider vital. Most important are the name and e-mail address fields. Also, be judicious when checking or clearing the Prefers to Receive Rich Text (HTML) Mail check box at the bottom of the Name tab. Remember that some mail applications do not understand HTML.

Click OK and this user will be added to your address book.

You can short cut this procedure by adding users who've already sent you mail. From any of your mail folders, highlight the message of the person you want to add and select Message, Add to Address Book and then either Sender or All. Messenger will present you with an update card for each person, with the name and e-mail address fields already completed.

Adding a Mail List

Along with personal entries, the address book also lets you categorize people into mail lists. To add a mail list, follow these steps:

1. Click New List in the Address Book Toolbar.
2. Enter the list name, nickname, and description.
3. Add entries to the list by typing names from your address book.

Creating New Mail Folders

Netscape Messenger installs the standard folders you'll see in most any mail package--Inbox, Sent, Unsent, Drafts, Trash. You'll want to create your own folders, however, to either categorize messages or keep them separate from incoming mail. To do so, follow these steps:

1. To create a new mail folder, choose File, New Folder.

2. Pick a name and creation point for your folder.
3. To organize your mail by moving messages to appropriate folders, highlight a message from any Messenger folder and click the File button. A list of folders appears; choose the destination.

Applying Mail Filters

While they are new to Netscape's e-mail manager, mail filters perform a useful function. Based on a defined set of criteria, filters decide how to handle incoming messages. You determine the criteria and appropriate action.

To open your mail filters dialog box, choose Edit, Mail Filters. The dialog will contain a list of all activated and deactivated filters available to you.

To generate a filter, click the New button--the Filter Rules dialog appears. To create the filter:

1. Choose a filter name.
2. Determine the attribute of the message you want to filter. This may be the sender, subject, body, date, priority, status, or recipient of the message. The down arrow after the If The text box shows all the choices.
3. Determine how you want the filter to apply to this attribute. The down arrow in the Of The Message field gives an attribute-dependent list of choices. For example, the priority attribute allows the choices: Is, Is Higher Than, Is Lower Than.
4. Insert the filter word into the last field of that line to complete the sentence.
5. To add filter criteria, click the More button for additional lines. Fill those in as you did the first one.
6. Select the appropriate action from the Then field down arrow. You can select Move to Folder, Change Priority, Delete, Mark Read, Ignore Thread, Watch Thread. For the Move to Folder and Change Priority actions, you'll also need to choose the folder to move to or priority to change to, respectively.

7. Insert a description for your filter in the Description field.
8. Activate or deactivate the filter by choosing Filter is: On or Off. Click OK and Messenger adds your filter to the list.

The following list describes how to manage the filters you create:

- *Filters can be altered or removed.* To edit a filter, highlight that filter in the Mail Filters dialog box and click the Edit button. The Filter Rules dialog box will appear for modification, this time filled with the criteria for that filter. Likewise, to delete a filter, highlight it and press the Delete key.
- *You can deactivate a filter without entirely deleting it.* Clicking the check mark next to the appropriate filter deactivates it. The cue turns from a check mark to a dot. Click the dot and the check mark returns.
- *You'll also notice a number next to each filter. Messenger lists filters in order of precedence.* Filters at the top of your list are applied to messages first. This means that although an incoming message may satisfy more than one filter, the filter with the highest precedence determines how that message is processed. For example, consider two filters that read -- If The **subject** Of The Message **contains meeting** Then **delete**, and If The **priority** Of The Message **is high** Then **mark read**. An incoming message that has Meeting in the subject and is high priority satisfies both of these filters. But the action, whether the message is deleted or marked read, depends on the precedence of the filters.
- *To change a filter precedence, highlight the filter and select one of the arrows next to the list--Up arrow to increase precedence, down arrow to decrease precedence.*

What Is Collabra?

Collabra is an application that lets you browse and contribute to discussion groups. Discussion groups are a collection of messages with a common theme, posted on a server where interested parties can read and respond to them.

Often, threads of messages will form, concentrating on a specific topic within a discussion group. A thread is a chain of responses to an original message. To participate in a group, you need to:

- **Add a discussion group server.**
- **Subscribe to the groups** that interest you.

The component bar in the lower-right of each window has a discussion groups button. Clicking it takes you to the message center.

Adding a Discussion Group Server

Collabra enables you to access multiple news and discussion groups servers at the same time. Groups are broken down by server in the Message Center window, and denoted by text bubble icons.

To add a group server to your available entries:

1. Click File and New Discussion Group Server or use the Subscribe button in the toolbar and select the Add Server button in the lower-right corner of the Subscribe dialog box.
2. Enter the server and port number. Port 119 is the default.
3. Select the Secure check box for confidential discussions. Servers listen on a different port for secure connections. Check with your service provider if you're not sure.
4. Check the Always Use Name and Password check box for additional client security.

Subscribing to Discussion Groups

You have access to a groups server, now you want read and participate in discussions. First you'll have to decide which groups you want. To subscribe to one or more groups, highlight the appropriate server, right-click and choose Subscribe to Discussion Groups. Using the Subscribe button in the toolbar works just as well.

A plus sign indicates folders containing groups or subfolders. Clicking the plus sign expands the first hierarchical level. You can't subscribe to

folders of groups, only individual groups--Collabra tells you which entries are open with a discussion icon and a dot in the Subscribe column.

For an indication of how active a group is, eye the messages column. Hot topics accumulate messages quickly.

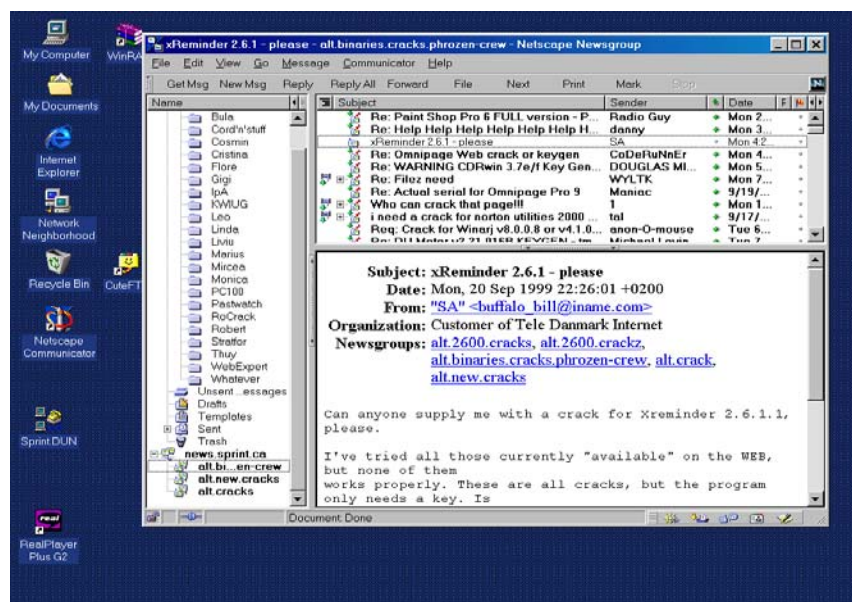
Mark groups for subscription by turning the dot in the Subscribe column to a check mark. Mark and unmark at your uncontrolled discretion; groups aren't added until you exit this dialog box. And be brave; discussion groups are simple to delete.

For flexibility, Collabra lets you change discussion servers on-the-fly. The Server list box at the bottom of the dialog box does the trick.

Typically, discussion servers carry a vast number of groups, and because groups can be embedded within one another, specific topics may be hard to find. So Netscape added a search feature for finding groups.

Browsing Discussion Groups

For each discussion group you've subscribed to, Netscape keeps track of the total and unread message count and updates them periodically. Bold lettering indicates groups with unread messages. To view a discussion group, double-click the line.



Notice the dual window display. Its functionality is described as follows:

- The top window holds header information of all messages in that discussion. A red thumbtack in the icons to the left of the messages, and green diamonds down the center, indicate them as unread. Threaded messages appear in a collapsible group, bound by a plus sign.
- You can sort Messages for easier examination by using the bars above the discussion list--subject, read/unread, sender, date, or priority.
- The bottom window, if it's not hidden, contains the highlighted message. Since some messages are transmitted in rich-text (HTML) format, underlined links may appear and can be followed by clicking them.

Participating in a Discussion

Contributing to a discussion is no harder than composing a message. The only difference is the additional choice of message threading. The nature of discussion groups allows you to respond to a series of messages on the same topic, or start news thread for people to respond to. A third option is to reply to an individual person and not the group. You have the following message options:

- To create a newly threaded message, open the compose window by clicking the New Msg button from within the group you want to post to. Communicator pre-addresses the discussion group for you. Complete the message as you would a normal e-mail.
- To contribute to an existing thread of a discussion group, make sure the thread you're responding to is highlighted. Click the Reply button instead of New Msg, and select Reply to Group when the recipient options appear. Again, the message in the compose window is pre-addressed to the group. Use the Quote button to include original text for responding to.
- To respond to an individual sender of a message, click the Reply button but choose Reply to Sender (as you may want to respond and not have the entire group see it).